

**NEW YORK CITY DEPARTMENT OF EDUCATION**

**District 28**

**The Green Magnet School for Career Exploration**

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PATRICK M. BURNS, PRINCIPAL

Edward A. Bolan, A.P. John Greggo, A.P. Raevan M. Askew, I.A.A.P.

To: All Special Education Teachers and Related Service Providers

From: Mrs. Askew

Date: September 28, 2011

Re: Finalizing IEP documents in SESIS

If you are a case manager working on an IEP, please be sure to submit your DRAFT copy to Ms. Burgess, IEP teacher, at least 3 days before you plan to finalize it to ensure that she has adequate time to review its contents.

Ms. Burgess will be reviewing the IEP’s to ensure that each required section is complete and every subsection is addressed. She is also reviewing to ensure that details presented in the present levels of performance are reflected in the goals that have been set for the student. It is understood that all adults who work with a particular student have collaborated with each other, parents/guardians and the student in the creation of this document. Therefore, please be mindful of establishing a cohesive document that is reflective of the child as a whole and not isolated to when you are meeting with them.

Ms. Burgess is not responsible for editing and revising spelling and/or grammatical errors. Please plan time to address these issues prior to submitting your document for review.

Please email Ms. Burgess when the IEP is ready for review and she will respond to you in writing if there are any areas that need to be revisited and when the document is ready to be finalized.

Should you have any questions about this process, please feel free to contact Ms. Burgess or Mrs. Askew